



# NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



## EMPLOYMENT OPPORTUNITY

### Clinical Coordinator

The Mission of the Native Women's Shelter of Montreal is to provide a safe and supportive environment that strengthens cultural identity, self-esteem and independence for Indigenous women and their children. Our vision is to achieve balance through empowered healing.

<b>POSITION TITLE:</b>	Clinical Coordinator
<b>TYPE OF POSITION:</b>	4 days a week
<b>LOCATION:</b>	CONFIDENTIAL (downtown Montreal)
<b>SALARY:</b>	\$36.00 an hour
<b>PROBATION:</b>	Three (3) month probation period, after which an evaluation will be conducted.
<b>APPLICATION:</b>	Please send a <b>cover letter, your Curriculum Vitae</b> <b>And two letters of reference before Friday June 3<sup>rd</sup>, 2022 at 4:00PM</b> to the attention of:  Nakuset, Executive Director  <a href="mailto:nakuset@gmail.com">nakuset@gmail.com</a>  Only those meeting the requirements will be contacted.



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**POSITION TITLE: Clinical Coordinator**

## **Duties and Responsibilities**

Under the authority of the Executive Director, the Clinical Coordinator is responsible for the following tasks:

## **Requirements**

- Provide guidance to staff in relation to their clinical duties.
- Coordinate and chair weekly case management meetings with the resident psychotherapist
- Assign clients to appropriate staff
- Respond to crisis situations as they arise.
- Obtain updates from staff on duty regarding clinical interventions
- Provide support and discuss any difficulties or problems as they arise concerning clinical interventions
- Selecting and supervise stagiaire students
- Clinical training for new staff.
- Compile yearly statistics for the Agence de la Sante et des Service Sociaux
- Have a wellness plan in place to ensure personal well being
- Advise staff on their clinical decisions.
- React swiftly to emergencies and be on call.
- Other related duties as required by the Executive Director.

## **Requirements**

- Must have a completed Masters degree in social work.
- Must demonstrate team work competence.
- Have strong leadership skills
- Ability to meet deadlines with minimum supervision
- Must be experienced with urban Indigenous populations
- Bilingualism in French and English.
- Have proficient computer skills.
- Excellent written and oral communication skills.
- Knowledge of an aboriginal language an asset.
- Aboriginal candidates will be given priority.

**Only the applicants meeting the requirements will be contacted.**

www.nwsm.info

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Toll Free / Sans Frais: 1-866-403-4688

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